



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

540 SOUTH DUPONT HIGHWAY
THOMAS COLLINS BUILDING (D570C), SECOND FLOOR, SUITE 3
DOVER, DELAWARE 19901

FAX: (302) 744-1045

TELEPHONE: (302) 744-1035

M E M O R A N D U M

#05-07

TO: All Department & School Fiscal Officers

FROM: Trisha L. Neely
Director

DATE: January 19, 2005

SUBJECT: DECEMBER 2004 SUPERCARD BILLING

The batch process for the SuperCard billing for December was reprogrammed in order to tighten security controls throughout the State. The reprogramming created a change in the way the Intergovernmental Vouchers (IVs) are listed in DFMS. IV batches have been loaded by the buyer department rather than the seller department (25). We apologize for the confusion this has caused.

Your December SuperCard IV billing can be identified in the Suspense table by Department ID (your department number), transaction code (IV), and batch number (123004). The batch number is the date of the SuperCard billing.

Please be patient as we work through this process. We will notify you prior to the next billing cycle to advise you of the order that the SuperCard IV's will be loaded into the Suspense table.

If you have any questions, please contact your State Accountant.